

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

## For use by Principal Authority

|                     |                               |
|---------------------|-------------------------------|
| Application number: | Permit number (if different): |
| Date received:      | Roll number:                  |

Application submitted to: \_\_\_\_\_  
(Name of municipality, upper-tier municipality, board of health or conservation authority)

## A. Project information

|                              |             |                                |          |
|------------------------------|-------------|--------------------------------|----------|
| Building number, street name |             | Unit number                    | Lot/con. |
| Municipality                 | Postal code | Plan number/other description  |          |
| Project value est. \$        |             | Area of work (m <sup>2</sup> ) |          |

## B. Purpose of application

|                              |                                  |                         |            |                    |
|------------------------------|----------------------------------|-------------------------|------------|--------------------|
| New construction             | Addition to an existing building | Alteration/repair       | Demolition | Conditional Permit |
| Proposed use of building     |                                  | Current use of building |            |                    |
| Description of proposed work |                                  |                         |            |                    |

## C. Applicant

Applicant is: Owner or Authorized agent of owner

|                  |             |                            |          |  |
|------------------|-------------|----------------------------|----------|--|
| Last name        | First name  | Corporation or partnership |          |  |
| Street address   |             | Unit number                | Lot/con. |  |
| Municipality     | Postal code | Province                   | E-mail   |  |
| Telephone number | Fax         | Cell number                |          |  |

## D. Owner (if different from applicant)

|                  |             |                            |          |  |
|------------------|-------------|----------------------------|----------|--|
| Last name        | First name  | Corporation or partnership |          |  |
| Street address   |             | Unit number                | Lot/con. |  |
| Municipality     | Postal code | Province                   | E-mail   |  |
| Telephone number | Fax         | Cell number                |          |  |

| <b>E. Builder (if known)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |            |                                            |          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|--------------------------------------------|----------|
| Last name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             | First name | Corporation or partnership (if applicable) |          |
| Street address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |            | Unit number                                | Lot/con. |
| Municipality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Postal code | Province   | E-mail                                     |          |
| Telephone number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Fax         |            | Cell number                                |          |
| <b>F. New home construction licensing requirement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |            |                                            |          |
| i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.                                                                                                                                                                                                                                                                                                                                                                                                                     |             |            | Yes                                        | No       |
| ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |             |            | Yes                                        | No       |
| iii. If yes to (ii) provide licence number(s): _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |            |                                            |          |
| <b>G. Required Schedules</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |            |                                            |          |
| i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |            |                                            |          |
| ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |            |                                            |          |
| <b>H. Completeness and compliance with applicable law</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |            |                                            |          |
| i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted).<br>Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made. |             |            | Yes                                        | No       |
| ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .                                                                                                                                                                                                                                                                                                                                                             |             |            | Yes                                        | No       |
| iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.                                                                                                                                                                                                         |             |            | Yes                                        | No       |
| iv) The proposed building, construction or demolition will not contravene any applicable law.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |            | Yes                                        | No       |
| <b>I. Declaration of applicant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |            |                                            |          |
| <p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> <li>The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</li> <li>If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p>Date Signature of applicant</p>                                                                                                              |             |            |                                            |          |

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

| A. Project Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                               |                                |          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------|----------|
| Building number, street name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               | Unit no.                       | Lot/con. |
| Municipality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Postal code                   | Plan number/ other description |          |
| B. Individual who reviews and takes responsibility for design activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                               |                                |          |
| Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               | Firm                           |          |
| Street address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               | Unit no.                       | Lot/con. |
| Municipality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Postal code                   | Province                       | E-mail   |
| Telephone number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Fax number                    | Cell number                    |          |
| C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                               |                                |          |
| House                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | HVAC – House                  | Building Structural            |          |
| Small Buildings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Building Services             | Plumbing – House               |          |
| Large Buildings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Detection, Lighting and Power | Plumbing – All Buildings       |          |
| Complex Buildings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Fire Protection               | On-site Sewage Systems         |          |
| Description of designer's work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                               |                                |          |
| D. Declaration of Designer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                               |                                |          |
| <p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an “other designer” under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p>Signature of Designer</p> </div> </div> |                               |                                |          |

### NOTE:

1. For the purposes of this form, “individual” means the “person” referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Professional Engineers Ontario.





# Authorization & Planning Approval

## Owner Authorization

***Authorization needs to be signed and dated by the property owner within 30 days of the application submission.***

For the property owner to appoint an Agent to apply for the building permit on their behalf.

I/We

\_\_\_\_\_  
(Property Owner/s)

hereby authorize

\_\_\_\_\_  
(Agent)

to apply, on my/our behalf for a building permit on my/our property located in the City of Belleville at:

\_\_\_\_\_  
(Civic Address or Legal Property Description)

\_\_\_\_\_  
(Signature of Owner/s)

\_\_\_\_\_  
(Date YYYY-MM-DD)

***If property ownership cannot be confirmed via the City of Belleville's Tax Department or the Municipal Property Assessment Corporation, or the lot is subject of a recent Site Plan Agreement or Subdivision Agreement, a copy of the deed will be requested.***

## City Planning and Entrance Approval

Approval is required PRIOR to the permit application being deemed complete.

\_\_\_\_\_  
(Civic Address or Legal Property Description)

\_\_\_\_\_  
(Signature of Planner)

\_\_\_\_\_  
(Date of Approval YYYY-MM-DD)



# Applicable Law

## Applicable Law Questions

The following questions must be answered to complete your application for a building permit and to determine if approvals are required from any other agency before the building permit can be issued.

Completing this form accurately and providing any other required approvals at application time will help expedite the processing of the building application and permit.

Please answer to the best of your knowledge.

Please check any statements that apply to the property.

| Question                                                                                                | Yes | No |
|---------------------------------------------------------------------------------------------------------|-----|----|
| Is this property fronting on a municipally assumed and maintained road or approved plan of subdivision? |     |    |
| Is this property serviced by municipal water?                                                           |     |    |
| Is this property serviced by municipal sanitary services?                                               |     |    |
| Is this property serviced by a septic system on the property?                                           |     |    |
| Is the building used as a day care?                                                                     |     |    |
| Is the building used as a funeral home?                                                                 |     |    |
| Is the building used for processing milk?                                                               |     |    |
| Is the building used to house farm animals?                                                             |     |    |
| Is the building used for manure storage?                                                                |     |    |
| Is this building used as a charitable institution?                                                      |     |    |
| Is the building used as a seniors' home?                                                                |     |    |
| Is the building used as a seniors' centre?                                                              |     |    |
| Is the building used as a nursing home?                                                                 |     |    |



| Question                                                                                         | Yes | No |
|--------------------------------------------------------------------------------------------------|-----|----|
| Is there a farm, feedlot, or manure storage within 500 meters?                                   |     |    |
| Is there a lake, river, creek, stream, pond, or wetland on or within 500 meters of the property? |     |    |
| Is there a provincial highway within 800 meters?                                                 |     |    |
| Is there a railway within 500 meters of the property?                                            |     |    |
| Is approval required by the Conservation Authority?                                              |     |    |
| Is approval required by the Health Unit (food)?                                                  |     |    |
| Is approval required by the Ministry of Environment?                                             |     |    |
| Is approval required by the Planning Section for Site Plan Approval?                             |     |    |
| Is the permit to demolish a school?                                                              |     |    |
| Is the permit to demolish a heritage building?                                                   |     |    |
| Is the permit for a mobile, park model or modular home?                                          |     |    |
| Is the building located on public land?                                                          |     |    |
| Is the building a designated heritage building?                                                  |     |    |
| Is the property use changing to residential?                                                     |     |    |
| Was the property used as a disposal site?                                                        |     |    |
| Are development charges applicable?                                                              |     |    |
| Is zoning by-law relief required? (Confirm with Planning Section)                                |     |    |

***Quinte Conservation Regulated Areas span unexpected areas.***

***It is HIGHLY encouraged that applicants search the subject property on Quinte Conservation's GIS mapping service PRIOR to the building permit submission.***

***If a regulated zone crosses any portion of the subject property, not just where the development or construction will take place, Quinte Conservation MUST be contacted.***



# Statement Regarding Required Inspections

## Commitment to Inspections

To: City of Belleville – Building Section – Engineering and Development Services

Re:

---

(Civic Address or Legal Property Description)

I

---

(Owner or Authorized Agent)

understand and acknowledge the following:

- that the building permit is to be printed and posted, at all times, in a conspicuous place on the property
- that the drawings and specifications which formed the basis for permit issuance, and which have been stamped by the City of Belleville Building Section are to be printed and kept on site at all times
- that the City of Belleville Building Inspector indicated on the building permit is to be contacted by the site supervisor or other person in charge of construction to arrange for all the inspections listed below and that notice of up to 2 business days after the date of request may be required
- that the Building Inspector may at their discretion refuse to do an inspection if the site is determined to be unsafe or safe access to the inspection areas is not provided and, that the inspection will need to be rebooked for a different date once safety concerns have been resolved
- that not requesting inspections or covering or enclosing work without inspection may result in orders being issued against the project

***Drawings bearing the red 'City of Belleville' permit information stamp are to be printed and available on site for use during inspections. Inspections may not be completed if this set of drawings is not available.***

All the listed inspections may not apply to the specific project in this application submission. Each permit will receive a project specific list of inspections upon receipt of the issued permit.



## Required Inspections

***Minimum 48 Hour notice required for each inspection. Ensure plans are on site.***

1. Services (prior to covering)
2. Excavation (prior to pouring footings)
3. Foundation (prior to backfilling)
4. Underground Plumbing (prior to covering)
5. Framing and Mechanical Rough-In (prior to insulation)
6. Plumbing Rough-In
7. Air Barrier
8. Wood Burning Appliance
9. Insulation and Vapour Barrier (prior to drywall)
10. Fire Separations and Fire Stopping
11. Fire Protection Systems
12. Substantial Completion of Fire Access Routes
13. Prior to Filling Swimming Pool with Water
14. Prior to Occupancy

**Enbridge and Electrical Safety Authority Inspection required before occupancy will be permitted.**

15. Final

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(Signature of Owner or Authorized Agent)

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(Date YYYY-MM-DD)



# Services Form

## Plumbing and Sewer Information

| Fixture                     | Number of Fixtures                |
|-----------------------------|-----------------------------------|
| Kitchen Sinks               |                                   |
| Washbasins                  |                                   |
| Showers                     |                                   |
| Flush Toilets               |                                   |
| Bathtubs                    |                                   |
| Laundry Tubs                |                                   |
| Dishwashers                 |                                   |
| Hot Water Heater            |                                   |
| Drains (Floor, Roof, Other) |                                   |
| Clothes Washer              |                                   |
| Other                       |                                   |
| <b>Total Fixtures</b>       |                                   |
|                             | <b>Length of Pipe (in metres)</b> |
| Sewer Pipe                  |                                   |
|                             | <b>Number of Units</b>            |
| Catch Basins                |                                   |
| Manholes                    |                                   |
|                             | <b>Indicate If Applicable</b>     |
| Underground Plumbing        |                                   |

Road Cut permits are required for all work within City allowances (Available from Public Works at Wallbridge Crescent).



# Septic Information (Classes 2 to 5)

**For Residential Septic Systems Only** (All other calculations are to be provided separately.)

| Description                      | Number of Fixtures | Number of Fixture Units |
|----------------------------------|--------------------|-------------------------|
| Bathroom Group (or)              |                    |                         |
| • Flush Toilets                  |                    |                         |
| • Washbasins                     |                    |                         |
| • Showers or Bathtubs            |                    |                         |
| Urinals                          |                    |                         |
| Kitchen Sinks                    |                    |                         |
| Dishwashers                      |                    |                         |
| Drains                           |                    |                         |
| Laundry Tub                      |                    |                         |
| Clothes Washer                   |                    |                         |
| Other                            |                    |                         |
| Total Fixture Units (calculated) |                    |                         |

| Water Supply                  | Proposed          |  | Existing      |  |
|-------------------------------|-------------------|--|---------------|--|
|                               | Dug or Bored Well |  | Drilled Well* |  |
| *Casing greater than 6 meters | Municipal         |  | Other         |  |



**Required Test** (Article 8.2.1.2 of the OBC requires one of the following tests.)

|                  | Hole 1 | Hole 2 | Hole 3 | Highest Perc. Time |
|------------------|--------|--------|--------|--------------------|
| Percolation Test |        |        |        |                    |

Complete documentation and calculations shall be submitted.

OR

|                             |  |
|-----------------------------|--|
| Unified Soil Classification |  |
| Percolation Time            |  |

Testing Report to be submitted.

**At Location of Test Hole (must be within the Bed Area)**

|           |         |           |         |            |
|-----------|---------|-----------|---------|------------|
| Depth     | 0 metre | 0.5 metre | 1 metre | 1.5 metres |
| Soil Type |         |           |         |            |

|             |        |
|-------------|--------|
| Water Table | metres |
| Rock        | metres |



# Septic Calculation Form

Ontario Building Code Proposed Requirements for a Residential Sewage Disposal System

Address:

\_\_\_\_\_  
(Civic Address or Legal Property Description)

## Sewage Flow

|                    | Value | Rate | Subtotal | Unit       |
|--------------------|-------|------|----------|------------|
| Number of Bedrooms |       | n/a  |          | litres [1] |

ADD

|                                                                                                    |  |       |  |            |
|----------------------------------------------------------------------------------------------------|--|-------|--|------------|
| Number of 10m <sup>2</sup> , whole or part, Living Spaces (200m <sup>2</sup> ≥ 400m <sup>2</sup> ) |  | x 100 |  | litres     |
| Number of 10m <sup>2</sup> , whole or part, Living Spaces 400m <sup>2</sup> ≥ 600m <sup>2</sup> )  |  | x 75  |  | litres     |
| Subtotal                                                                                           |  |       |  | litres [2] |

OR ADD (whichever is the larger flow)

|                                               |     |      |  |            |
|-----------------------------------------------|-----|------|--|------------|
| Total Fixture Units                           | n/a | n/a  |  | litres     |
| Total Fixture Units over 20                   |     | x 50 |  | litres     |
| Subtotal                                      |     |      |  | litres [3] |
| <b>Total Sewage Flow (Q = [1] + [2 or 3])</b> |     |      |  | litres     |

## Septic Tank Size

|                                         |     |     |  |            |
|-----------------------------------------|-----|-----|--|------------|
| Septic Flow for Residential Occupancy   | Q = | x 2 |  | litres     |
| <b>Recommended Size (minimum 3600L)</b> |     |     |  | litre tank |



## Leaching Bed Size

(150 m / 492 ft or more of pipe or chamber requires a pump or siphon)

(maximum 30 m / 98 ft in each length)

### 1. Absorption Trench and Type I Leaching Chamber

---

(Provide Make and Model)

|                           |   |             |                                         |                  |       |
|---------------------------|---|-------------|-----------------------------------------|------------------|-------|
| Length of<br>Pipe/Chamber | = | Sewage Flow | x                                       | Percolation Time | ÷ 200 |
|                           | = |             | x                                       |                  | ÷ 200 |
|                           | = |             | Metres or Feet of Trench                |                  |       |
|                           | = |             | <b>Rounded Metres or Feet of Trench</b> |                  |       |

### 2. Level II, Level III or Level IV Treatment Units or Type II Leaching Chamber:

---

(Provide Make and Model)

|                           |   |             |                                         |                  |       |
|---------------------------|---|-------------|-----------------------------------------|------------------|-------|
| Length of<br>Pipe/Chamber | = | Sewage Flow | x                                       | Percolation Time | ÷ 300 |
|                           | = |             | x                                       |                  | ÷ 300 |
|                           | = |             | Metres or Feet of Trench                |                  |       |
|                           | = |             | <b>Rounded Meters of Feet of Trench</b> |                  |       |



## Loading Rate for Fill-Based Absorption Trenches and Filter Beds

| Percolation Time | Loading Rate (L/sq m/day) |
|------------------|---------------------------|
| 1 - 20           | 10                        |
| 20 - 35          | 8                         |
| 35 – 50          | 6                         |
| 50 and up        | 4                         |

|             |   |              |   |                             |      |
|-------------|---|--------------|---|-----------------------------|------|
| Sewage Flow | ÷ | Loading Rate | = | <b>Sq m of Contact Area</b> |      |
|             | ÷ |              | = |                             | Sq m |

## Filter Bed Size

### 1. Sewage Flow less than 3000 liters per day

|             |   |    |   |                    |      |
|-------------|---|----|---|--------------------|------|
| Sewage Flow | ÷ | 75 | = | Sq m of filter bed |      |
|             | ÷ | 75 | = |                    | Sq m |

### 2. Sewage Flow more than 3000 liters per day

|             |   |    |   |                    |      |
|-------------|---|----|---|--------------------|------|
| Sewage Flow | ÷ | 50 | = | Sq m of filter bed |      |
|             | ÷ | 50 | = |                    | Sq m |

## Filter Bed Contact Area of Filter Sand

|      |   |              |   |                   |       |   |                      |      |
|------|---|--------------|---|-------------------|-------|---|----------------------|------|
| Area | = | (Sewage Flow | x | Percolation Rate) | ÷ 850 | = | Sq m of contact area |      |
|      | = | (            | x | )                 | ÷ 850 | = |                      | Sq m |

Expanded contact area is to be no less than the filter bed size.

(Signature of Septic System Designer)

(Date YYYY-MM-DD)



# Digital Sign Regulation Acknowledgment

City of Belleville Sign By-Law 2006-55 contains the following regulations respecting the use of digital signs:

- a) Digital signs shall display only static (non-moving) images.
- b) Digital signs shall display each static image for a minimum of 7 second duration.
- c) Signs shall not move or appear to move.
- d) Signs shall not contain flashing lights.

I

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(Owner or Authorized Agent)

hereby acknowledge that I have read the above noted regulations dealing with digital signs in the City of Belleville and I hereby agree that I will at all times operate the digital sign in accordance with the above regulations and all other provisions of the City of Belleville Sign By-Law 2006-55. I also acknowledge that my failure to do so is a violation of the Sign By-Law and as such, I would be liable for prosecution and fines if convicted.

---

(Signature of Owner or Authorized Agent)

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(Date YYYY-MM-DD)



# Vacancy and Utilities

## Declaration of Vacancy

Where the application is for the demolition of a building, I / We hereby confirm that the building located at:

\_\_\_\_\_  
(Civic Address or Legal Property Description)

is vacant.

\_\_\_\_\_  
(Signature of Owner or Agent)

\_\_\_\_\_  
(Date YYYY-MM-DD)

## Utility Disconnects

Prior to the issuance of a demolition permit by the City of Belleville, the owner or authorized agent shall provide the following items (if applicable) in support of the application.

Written confirmation of the following utility disconnects to be provided from the utility company:

- a) Elexicon Energy
- b) Hydro One
- c) Enbridge
- d) Belleville Water

Where water service is to be terminated within a road allowance, a road cut permit is required. They are issued by Environmental and Operational Service Department, located at 75 Wallbridge Crescent (613-697-3275).

The Owner shall bear the full responsibility to ensure all utilities into the above building have been disconnected prior to commencing demolition. If any building that is to be demolished is using fuel oil or propane gas (typically rural areas), the Owner shall also contact such company to disconnect / remove the tanks, as required by the applicable legislation / regulation.

**For the demolition of a building over 600 square meters, a Commitment to General Review is required.**



# Permit Fees Form

Calculate each fee that applies to the scope of the construction project. **Multiple fees may apply.** Development Charges, if applicable, will be calculated on a separate form by the Building Department.

- \*\*\* Square meter rate applies to the Gross Area (total area of all floors above grade).
- \*\* Square meter rate applies to the area of the basement being finished.
- \* Square meter rate applies to all floor areas assigned to the ADU.

Example: A new home being constructed with a finished basement would be subject to the following fees: Residential – New/Addition for the gross area and Residential – Finished Basement for the area being completed in the basement, in addition to Plumbing, Sewer and Occupancy fees.

If basements or garages are being finished into a dwelling unit, apply Additional Dwelling Unit rate.

|                                                              | Area (sq m) | Rate               | Total (calculated) |
|--------------------------------------------------------------|-------------|--------------------|--------------------|
| <b><i>Building Permit New Construction/Addition***</i></b>   |             |                    |                    |
| Residential (3 units or less)                                |             | \$12.00            |                    |
| Residential (4 units or more)                                |             | \$16.50            |                    |
| Commercial                                                   |             | \$17.00            |                    |
| Industrial                                                   |             | \$12.00            |                    |
| Institutional                                                |             | \$22.00            |                    |
| Attached Garage                                              |             | \$5.00             |                    |
| Detached Garages/Accessory Structures                        |             | \$7.50             |                    |
| Commercial – Base Building (no occupancy permitted)          |             | \$13.50            |                    |
| Commercial – Interior Fit-Up                                 |             | \$3.50             |                    |
| Industrial – Base Building (no occupancy permitted)          |             | \$10.00            |                    |
| Industrial – Interior Fit-Up                                 |             | \$2.00             |                    |
| <b><i>Building Permit – Independent or Supplementary</i></b> |             |                    |                    |
| Finished Basement **                                         |             | \$5.50             |                    |
| Additional Dwelling Units *                                  |             | \$7.00             |                    |
| Total (calculated)                                           |             | (minimum of \$100) |                    |



| Construction description              | Construction Value | Rate | Total (calculated) |
|---------------------------------------|--------------------|------|--------------------|
| Residential/ICI – Alteration/Repair   |                    | 1%   |                    |
| Decks                                 |                    | 1%   |                    |
| Swimming Pool & Enclosure             |                    | 1%   |                    |
| Sign                                  |                    | 1%   |                    |
| Tent                                  |                    | 1%   |                    |
| Total (calculated) (minimum of \$100) |                    |      |                    |

| Plumbing description                       | Quantity  | Quantity Rate | Total (calculated) |
|--------------------------------------------|-----------|---------------|--------------------|
| Plumbing – Residential (per unit)          |           | \$15.00       |                    |
| Plumbing – ICI (per unit)                  |           | \$75.00       |                    |
| Plumbing (per fixture)                     |           | \$7.00        |                    |
| Plumbing – Underground                     | flat rate | \$50.00       |                    |
| Total (calculated) (minimum of \$50)       |           |               |                    |
| Sewer (metre of pipe) (minimum of \$100)   |           | \$2.50        |                    |
| Sewage System – New                        | flat rate | \$640.00      |                    |
| Sewage System – Addition/Alteration/Repair | flat rate | \$150.00      |                    |
| Catch Basins & Manholes (each)             |           | \$50.00       |                    |
| Occupancy (per suite/unit/building)        |           | \$20.00       |                    |
| Demolition                                 | flat rate | \$100.00      |                    |
| Other (please specify):                    |           |               |                    |

|                                                         |     |
|---------------------------------------------------------|-----|
| Subtotal                                                |     |
| Surcharge for Building Without a Permit (if applicable) | 30% |
| <b>Total</b>                                            |     |

# Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

| For use by Principal Authority |                            |
|--------------------------------|----------------------------|
| Application No:                | Model/Certification Number |

## A. Project Information

|                              |                       |                                      |         |
|------------------------------|-----------------------|--------------------------------------|---------|
| Building number, street name |                       | Unit number                          | Lot/Con |
| Municipality                 | Postal code (A9A 9A9) | Reg. Plan number / other description |         |

## B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

|                                                                               |
|-------------------------------------------------------------------------------|
| <b>SB-12 Prescriptive</b> (input design package): Package: _____ Table: _____ |
|-------------------------------------------------------------------------------|

## C. Project Design Conditions

| Climatic Zone (SB-1):                                            | Heating Equipment Efficiency     | Space Heating Fuel Source                  |
|------------------------------------------------------------------|----------------------------------|--------------------------------------------|
| Zone 1 (< 5000 degree days)                                      | ≥ 92% AFUE                       | Gas Propane Solid Fuel                     |
| Zone 2 (≥ 5000 degree days)                                      | ≥ 84% < 92% AFUE                 | Oil Electric Earth Energy                  |
| Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area      |                                  | Other Building Characteristics             |
| Area of walls = _____ m <sup>2</sup> or _____ ft <sup>2</sup>    | W, S & G % = _____               | Log/Post&Beam ICF Above Grade ICF Basement |
| Area of W, S & G = _____ m <sup>2</sup> or _____ ft <sup>2</sup> | Utilize window averaging: Yes No | Slab-on-ground Walkout Basement            |
|                                                                  |                                  | Air Conditioning Combo Unit                |
|                                                                  |                                  | Air Sourced Heat Pump (ASHP)               |
|                                                                  |                                  | Ground Sourced Heat Pump (GSHP)            |

## D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

| Energy Efficiency Substitutions                                                       |                                                               |                                                                        |                    |
|---------------------------------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------|--------------------|
| ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))                                           |                                                               |                                                                        |                    |
| Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7)) |                                                               |                                                                        |                    |
| Airtightness substitution(s)                                                          | Table 3.1.1.4.B Required: _____ Permitted Substitution: _____ |                                                                        |                    |
| Airtightness test required<br>(Refer to Design Guide Attached)                        | Table 3.1.1.4.C Required: _____ Permitted Substitution: _____ |                                                                        |                    |
|                                                                                       | Required: _____ Permitted Substitution: _____                 |                                                                        |                    |
| Building Component                                                                    | Minimum RSI / R values<br>or Maximum U-Value <sup>(1)</sup>   | Building Component                                                     | Efficiency Ratings |
| <b>Thermal Insulation</b>                                                             | Nominal Effective                                             | <b>Windows &amp; Doors</b> Provide U-Value <sup>(1)</sup> or ER rating |                    |
| Ceiling with Attic Space                                                              |                                                               | Windows/Sliding Glass Doors                                            |                    |
| Ceiling without Attic Space                                                           |                                                               | Skylights/Glazed Roofs                                                 |                    |
| Exposed Floor                                                                         |                                                               | <b>Mechanicals</b>                                                     |                    |
| Walls Above Grade                                                                     |                                                               | Heating Equip.(AFUE)                                                   |                    |
| Basement Walls                                                                        |                                                               | HRV Efficiency (SRE% at 0° C)                                          |                    |
| Slab (all >600mm below grade)                                                         |                                                               | DHW Heater (EF)                                                        |                    |
| Slab (edge only ≤600mm below grade)                                                   |                                                               | DWHR (CSA B55.1 (min. 42% efficiency))                                 | # Showers _____    |
| Slab (all ≤600mm below grade, or heated)                                              |                                                               | Combined Heating System                                                |                    |

(1) U value to be provided in either W/(m<sup>2</sup>•K) or Btu/(h•ft<sup>2</sup>•F) but not both.

## E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

| Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work. |      |           |
|----------------------------------------------------------------------------------------------------------|------|-----------|
| Name                                                                                                     | BCIN | Signature |

# Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables (this form is for this option (Option 1)),
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star, or
4. Design to R2000 standards.

## COMPLETING THE FORM

### B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

### C. Project Design Conditions

**Climatic Zone:** The number of degree days for Ontario cities is contained in Supplementary Standard SB-1  
**Windows, Skylights and Glass Doors:** If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22%, the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

**Fuel Source and Heating Equipment Efficiency:** The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

**Other Building Conditions:** These construction conditions affect SB-12 Prescriptive compliance requirements.

### D. Building Specifications

**Thermal Insulation:** Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

## BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used. OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

| Building Type     | Airtightness Targets |                                      |                                          |                         |                            |
|-------------------|----------------------|--------------------------------------|------------------------------------------|-------------------------|----------------------------|
|                   | ACH @ 50 Pa          | NLA @ 10 Pa                          |                                          | NLR @ 50 Pa             |                            |
| Detached dwelling | 2.5                  | 1.26 cm <sup>2</sup> /m <sup>2</sup> | 1.81 in <sup>2</sup> /100ft <sup>2</sup> | 0.93 L/s/m <sup>2</sup> | 0.18 cfm50/ft <sup>2</sup> |
| Attached dwelling | 3.0                  | 2.12 cm <sup>2</sup> /m <sup>2</sup> | 3.06 in <sup>2</sup> /100ft <sup>2</sup> | 1.32 L/s/m <sup>2</sup> | 0.26 cfm50/ft <sup>2</sup> |

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Prescriptive option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

### E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

Form authorized by OHBA, OBOA, LMCBO. Revised November 30, 2016.



# Permit Application Guide

|                |                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pages 1 & 2    | <b><i>Application for a Permit to Construct or Demolish</i></b> <ul style="list-style-type: none"><li>- Required for all permit applications.</li></ul>                                                                                                                                                                                                                                                               |
| Page 3         | <b><i>Schedule1: Designer Information</i></b> <ul style="list-style-type: none"><li>- Required for all permit applications, except for swimming pool and demolition.</li></ul>                                                                                                                                                                                                                                        |
| Page 4         | <b><i>Schedule 2: Sewage System Installer Information</i></b> <ul style="list-style-type: none"><li>- Required only for septic system applications.</li></ul>                                                                                                                                                                                                                                                         |
| Page 5         | <b><i>Authorization &amp; Planning Approval</i></b> <ul style="list-style-type: none"><li>- Owner Authorization required for all permit applications, unless the property owner is the applicant.</li><li>- City Planning and Entrance Approval is required for all permit applications except septic systems (often circulated by the Building Dept to the Planning Dept once the application is received)</li></ul> |
| Pages 6 & 7    | <b><i>Applicable Law</i></b> <ul style="list-style-type: none"><li>- Required for all permit applications.</li></ul>                                                                                                                                                                                                                                                                                                  |
| Pages 8 & 9    | <b><i>Statement Regarding Required Inspections</i></b> <ul style="list-style-type: none"><li>- Required for all permit applications.</li></ul>                                                                                                                                                                                                                                                                        |
| Page 10        | <b><i>Services Form</i></b> <ul style="list-style-type: none"><li>- Required for all permit applications where plumbing is included in the scope.</li></ul>                                                                                                                                                                                                                                                           |
| Pages 11 & 12  | <b><i>Septic Information (Classes 2 to 5)</i></b> <ul style="list-style-type: none"><li>- Only required for Septic System permit applications.</li></ul>                                                                                                                                                                                                                                                              |
| Pages 13 to 15 | <b><i>Septic Calculation Form</i></b> <ul style="list-style-type: none"><li>- Only required for Septic System permit applications.</li></ul>                                                                                                                                                                                                                                                                          |
| Page 16        | <b><i>Digital Sign Regulation Acknowledgement</i></b> <ul style="list-style-type: none"><li>- Only required for permanent sign permit applications.</li></ul>                                                                                                                                                                                                                                                         |
| Page 17        | <b><i>Vacancies and Utilities</i></b> <ul style="list-style-type: none"><li>- Only required for demolition permits of complete structures.</li></ul>                                                                                                                                                                                                                                                                  |
| Pages 18 & 19  | <b><i>Permit Fees Form</i></b>                                                                                                                                                                                                                                                                                                                                                                                        |
| Pages 20 & 21  | <b><i>Energy Efficiency Design Summary</i></b> <ul style="list-style-type: none"><li>- Required for all permit applications with new exterior walls or alterations to existing exterior walls.</li></ul>                                                                                                                                                                                                              |